



MEMORANDUM

TO: AP School Coordinators and High School Principals
FROM: State AP Coordinators
Date: February 17, 2016
Subject: Guidelines for State Payment of AP Exams

The Indiana Department of Education (IDOE) will cover in full the exam fees for the 2016 English, Math, and Science Advanced Placement (AP) exams taken by 11th and 12th grade Indiana students enrolled in the corresponding course offered by accredited public and nonpublic schools. Please note: Nonpublic schools must be state-accredited.

For 2015-16, covered exams include:

Biology	Physics 1
Calculus, AB	Physics 2
Calculus BC	Physics C, Electricity & Magnetism
Chemistry	Physics C, Mechanics
Environmental Science	Statistics
Computer Science A	English Language and Composition
Computer Science Principles	English Literature and Composition

Exam fees should not be charged to students who qualify for free/reduced lunch, per I.C. 20-33-5. The federal 2015 AP Test Fee Grant will be utilized to cover most of this cost for non-math or-science AP exams taken by eligible students, and state funds will be used to cover the remainder.

Please remember, to qualify for state coverage of AP exam fees, the IDOE requires students to complete both the AP course and corresponding exam during the 2015-16 school year.

The following guidelines for schools have been established in order to expedite timely payment from IDOE to the College Board for the federal and state fee reductions.

- Generating and mailing invoices: At the top of page 69 of the [AP Coordinator's Manual](#), please note that all schools must generate an invoice online and submit via e-mail AP@doe.in.gov.

- **ALL invoices must be received by the IDOE by JUNE 30, 2016. If an accurate "State Copy" has not been received by June 30, 2016, and entered into the 2016 AP Invoice generated by the College Board by July 31, 2016, the IDOE will not pay for any invoiced exams and will notify those schools of their responsibility for the amount due.
- As a reminder, June 15, 2016 is the deadline by which you must submit your invoice to the College Board in order to avoid incurring a late fee.
- Schools should keep accurate records of all exams taken by individual students and be prepared to provide such records if selected for an audit.
- Be certain to complete the coordinator information on the invoice, including a legible email address.
- Correct completion of the option ovals on the student's registration answer sheet should be done as follows:
 - The Option 1 oval is for free/reduced lunch eligible students. These exams include any AP exam that is not a math or science exam.
 - The Option 2 oval is for grades 11 and 12 math and science exams covered by the state, including those for low-income students.

IMPORTANT DATES FOR ORDERING AP EXAMS THROUGH THE COLLEGE BOARD:

MARCH 25: PRIORITY DEADLINE

- Submit orders by this date to ensure timely processing and delivery

March 30: Deadline for ordering preadministration materials

April 8: Extension deadline

- Each order received after this date incurs a \$55 late fee (excluding alternate exam orders)

APRIL 15: FINAL DEADLINE

- No orders accepted after this date. Orders placed by April 18 will be delivered by April 28.

May 6: Deadline for ordering alternate exams for late testing